

Nominations for the National LATINA Symposium Distinguished Service Award

1. The 2010 LATINA Style “Distinguished Service Award” honors military members and Department of Defense (DoD) civilian employees who supported the DoD mission, oversea contingency operations, and demonstrated role model qualities and the core values of their respective Military Service and Agency. The period of performance for this award is from September 2008 through August 2010. Nominees are expected to attend recognition events in September 2010, with the concurrence of their command and consistent with mission requirements. The recipient’s unit is responsible for paying related per diem and travel costs. The awards will be presented in Washington, DC September 2010. More specific information will be announced at a later time.
2. The Military Equal Opportunity, Diversity and the Civilian Equal Employment Opportunity offices of the Army, Navy, Marine Corps, Air Force, National Guard Bureau, Coast Guard, and Defense Agencies are asked to screen Service nomination packages and select the winner. The winning package should be sent electronically (in Microsoft Word format) to Colonel Kevin Driscoll, Office of Diversity Management and Equal Opportunity, Kevin.Driscoll@osd.mil **no later than August 1, 2010**. The nomination package should include the following items:
 - a. Cover or transmittal memorandum. This may be a scanned or pdf document.
 - b. Award Nomination Transmittal Form (see copy of form in this memorandum).
 - c. A single-spaced narrative describing the nominee’s accomplishments warranting this recognition as a Microsoft Word document not to exceed one page. Please do not send a scanned or pdf document.
 - d. An award citation highlighting the nominee’s accomplishments as a Microsoft Word document (single-spaced, not to exceed twelve lines of text, 12-pitch font, with 1 inch left and right margins). Please do not send a scanned or pdf document.
 - e. A single-spaced biography of the nominee as a Microsoft Word document not to exceed one page. Please do not send a scanned or pdf document.
 - f. A digital (.jpg format) head and shoulder color or black-and-white photograph of the nominee.
3. There may be a total of seven military awards presented; one each to a Service member from the Army, Navy, Marine Corps, Air Force, Army Guard, Air Guard, and Coast Guard. There may be a total of eight civilian awards presented; one each to a civilian employee from the Army, Navy, Marine Corps, Air Force, Army Guard, Air Guard, Coast Guard, and the Fourth Estate.

- a. Nominations of military personnel (to include personnel assigned to a Defense Agency, Defense Field Activity or Combatant Command) must be forwarded through the Military Equal Opportunity or Diversity office of the respective Military Service headquarters.
 - b. Nominations of civilians employed by the Military Departments must be forwarded through their respective Civilian Equal Employment Opportunity headquarters office. Nominations of civilians employed by a Defense Agency, Defense Field Activity or Combatant Command must be forwarded to the responsible Action Officer (identified in paragraph two) in the Office of Diversity Management and Equal Opportunity (ODMEO) for screening and selection of a Fourth Estate recipient.
4. Nominees for the LATINA Style “Distinguished Service Award” should be evaluated based on the following criteria in each category:
- a. Active Duty nominees must have sustained outstanding performance in one or more of the following:
 - 1) embodied the qualities that are at the core of the service’s mission;
 - 2) respected by their superiors and peers as leaders and upstanding service members; and
 - 3) displayed exceptional character and represented their respective community with dignity and pride.
 - b. Civilian nominees must have sustained outstanding performance (from August 1, 2008 to August 31, 2010) in one or more of the following:
 - 1) embodied the qualities that are at the core of the service’s mission;
 - 2) assisted in creating opportunities and careers that supported and contributed to the advancement of DoD personnel including Hispanic Americans toward senior level positions; and
 - 3) displayed exceptional character and represented their respective community with dignity and pride.